

Synchro BC



2011-2012 Registration Package





"Synchro Swim British Columbia provides opportunities to foster and promote a fully integrated Synchronized Swimming Sport System throughout BC, which will offer opportunities for excellence at all levels of participation from Recreational to International."

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1. OFFICE INFORMATION

I. ADDRESS

Synchro BC
Suite 220 – 3820 Cessna Drive,
Richmond, BC,
V7B 0A2

II. GENERAL CONTACT INFORMATION

E-Mail: info@synchro.bc.ca
Website: www.synchro.bc.ca
Phone Number: 604-333-3640
Fax Number: 604-333-3450

III. OFFICE HOURS

Monday	8am to 3.30pm
Tuesday	8am to 3.30pm
Wednesday	8am to 3.30pm
Thursday	8am to 3.30pm
Friday	Closed
Weekends & Holidays	Closed

IV. STAFF

Kate Rader	Executive Director	ed@synchro.bc.ca
Brenda Smythe	Technical Director	td@synchro.bc.ca
Annie Vorpe	Office Coordinator	info@synchro.bc.ca
	Competitions Coordinator	competitions@synchro.bc.ca



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2. MEMBERSHIP

I. INFORMATION

Your support of Synchronized Swimming is very important to Synchro BC.

We ask you to promote Synchro BC's General Membership to your club executive and members. General members receive Synchro BC Splash e-News and minutes, insurance coverage when attending or participating in Synchro events, and eligibility to vote at Synchro BC's AGM. Your membership with Synchro BC and/or Synchro Canada increases lines of communication and greatly contributes to the success of our sport.

Thank you for your support.

The "Registration Fee Structure" shows the General Membership fee(s). The Competitive Club registration fee includes one (1) Synchro BC general membership fee, which is usually applied to the club president. If this 'included' fee is to be applied to any other member of your club executive other than the president, please email info@synchro.bc.ca

PLEASE NOTE:

- All coaches and judges attending Provincial competitions must be members of Synchro BC.
- Those attending Divisional and National competitions must be members of Synchro BC and Synchro Canada.
- The Coaches membership fee includes membership in the Coaches Association of British Columbia (CABC).
- Any persons attending Synchro BC's AGM intending to vote must be members of Synchro BC in good standing.



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II. CATEGORIES / STRUCTURE FOR SYNCHRO BC MEMBERS

GENERAL MEMBERS shall be all persons attending and/or exercising a role at Synchro Canada meeting(s) of the General Membership, Board of Directors, Executive members and all other interested supporters who wish to register.

ASSOCIATE MEMBERS are those individuals who do not fit the criteria in the above Synchro Canada membership categories. Associate members would be provincial and club executives or other volunteers who do not exercise a direct role with Synchro Canada.

COMPETITIVE CLUB means a club registered as such with CASSA with competitive and recreational swimmers.

RECREATIONAL CLUB means a club registered as such with CASSA with only recreational swimmers.

COMPETITIVE SWIMMER means a swimmer who is registered with Synchro BC and/or with CASSA directly and competes.

RECREATIONAL SWIMMER means a swimmer who is registered with Synchro BC and CASSA, and does not compete in competitions other than recreational competitions in BC.

UNATTACHED SWIMMER means a Canadian swimmer residing outside of Canada (non-resident) or an athlete who registers directly with a province/territory CASSA where no club is available to them.

PROVINCIAL COACH is a coach who will be coaching on-deck for provincial sanctioned meets or coaches only within their local club and not at the national level.**

NATIONAL COACH is a coach who will be coaching on-deck for national sanctioned meets in addition to provincial sanctioned meets.

PROVINCIAL OFFICIAL is an official (judge, referee, etc.) participating at the regional and/or provincial level only.

NATIONAL OFFICIAL is an official (judge, referee, etc.) participating at the regional and/or provincial level as well as national and/or international level.

*All registered members agree to adhere to Synchro BC's Code of Conduct.

** All provincial coaches must meet the certification requirements outlined in Synchro BC's Coaching Certification Policy.



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III. COMPETITIVE STRUCTURE

COMPETITIVE SWIMMER – means a swimmer who is registered with Synchro BC and/or with CASSA directly and competes.

RECREATIONAL SWIMMER – means a swimmer who is registered with Synchro BC and CASSA, and does not compete in competitions other than recreational competitions in BC.

COMPETITIVE SEASON – the competitive season shall be from January 1st – June 30th.

OFF-SEASON – those meets that take place from July 1st to December 31st.

COMPETITIVE STREAMS – Two streams will be implemented for athlete development: National Champions and Provincial Champions.

THE NATIONAL STREAMS – Focuses on the pursuit of excellence and athletes within this stream have the opportunity to compete at a National Championship.

THE PROVINCIAL STREAMS – Focuses on achieving personal bests and these athletes stay within the provincial competition structure.

Starting August 2011, the new competitive age groups will be:

National Stream	Provincial Stream
13-15	Level 1 • 12&under • 13-15
16-18	Level 2 • 12&under • 13&over
Junior – 15-18	Level 3 – 12&over
Senior – 18+	Level 4 – 15&under
	Level 5 – 15&over
	National Lead-up – 15&over

Please Note: National Lead-up

Please note that in order to register an athlete as a National Lead-up, the athlete needs to be registered as a national athlete in the 16-18 program and pay the national stream athlete's fee.



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IV. REGISTRATION PROCEDURES

DEADLINES

The registration deadline is **October 12, 2011**. Once the club has completed registration please email Annie (info@synchro.bc.ca) and include the filled out Club Membership Fee Form (excel document → to be downloaded on the Synchro BC website under: http://www.synchro.bc.ca/Member_Services/Registration/).

Annie will download the club registration form from the E-Sport Registration Program and review it. Once everything is in order the club will be invoiced. Final registration payment will be due by **October 31, 2011**. Any payments that are late may be subject to a fine.

NEW SEASON

Synchro Canada will be starting the new registration season (2011-2012) on August 31, 2011 and the E-Sport Database on-line will be updated to reflect the new competition age group.

As of August 30, 2011 the database will show all members as non-active and registration can begin September 1, 2011.

E-SPORT REGISTRATION

All clubs must register their members using the Synchro Canada E-Sport Registration Program found on Synchro Canada's Website at: <http://www.issmembership.com/syncan/>
Synchro BC will **NOT** accept registration in any other formats.

If you are a new registrar in your club and need a quick session on how the E-Sport registration works you can find some documentation on our website under:
http://www.synchro.bc.ca/Member_Services/Registration/.

Please call Annie if you have any additional questions as she can walk you through.

Each club is responsible for their own username and password. Synchro BC does not have access to any club's password and is not able to change the membership information entered from our end.

If you have any problems logging in please contact Annie (info@synchro.bc.ca) right away.

CLUB OFFICIALS

Please do not register any officials with your club membership as officials need to register directly with Synchro BC.



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MEMBERS WITH MULTIPLE ROLES

Members acting in more than one role/capacity (i.e. official, coaches, swimmers, administrative members, club and provincial board members) are required to register in all roles but will pay only the highest fee.

As the club registrar, please make sure to let Synchro BC know about such members by email (info@synchro.bc.ca)

Please **NOTE**: If you have a member in more than one role, make sure to **not** add this member more than once into the E-Sport registration.

To add a role to a member please click on "Add to another Role" to the left of the member's name and select the additional registration role. You can add more than one role per member that way.

This will ensure that members are counted only once.

Annie will be available should any require help or have problems with the system. She can be reached at info@synchro.bc.ca or at 604-333-3640 Monday to Thursday from 8am to 3.30pm.

GENERAL MEMBERSHIP REGISTRATION FORM

General Members & Officials are asked to fill out the General Membership Registration form that can be downloaded off our website. Please send the filled out form to the Synchro BC office by registration deadline.



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V. REGISTRATION FEES

Club

Competitive Club (25 or less competitive athletes)	\$191.00
Competitive Club (26 or more competitive athletes)	\$245.00
Recreational Club (Full Season)	\$82.50
Recreational Club (Summer only)	\$64.00

Athletes

PS Provincial Stream (Level 1-5)	\$91.00
NS National Stream (National & National Lead-up)	\$122.00
MC Competitive Masters	\$82.50
REC Recreational Stream	\$16.50

Coaches

Synchro BC & CABC (<i>Coaches Association of BC</i>)	\$40.00
Synchro BC, CABC & Synchro Canada	\$60.00

Officials

Synchro BC	\$26.00
Synchro BC & Synchro Canada	\$46.00

General Membership

President (incl. in Club Registration Fee)	\$0.00
Synchro BC	\$26.00
Synchro BC & Synchro Canada	\$46.00
Club Volunteer (e.g. parents)	\$0.00

Club Executives & Volunteers must be registered with Synchro BC. This is at no cost to the club.

VI. FINES

Synchro BC will charge a fine of \$25.00 per athlete for any late, incomplete or incorrect competitive athlete registrations. A \$50.00 fine will apply to late, incomplete or incorrect club registrations. The Competitive Athlete and Club Membership registration deadline is Wednesday, October 12, 2011.

Synchro Canada has passed a ruling which states: "Late, incomplete or incorrect registrations will result in a \$25.00 penalty fee per competitive athlete up to a maximum of \$500.00 per club." This Synchro Canada fine will be passed on to the club(s) involved.



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VII. MEMBER'S CODE OF CONDUCT

Background

Synchro BC's goal is to foster and promote a fully integrated synchronized swimming sport system, which offers opportunities for excellence at all levels of participation from recreational to international. The following list of key words illustrates the values we uphold and encourage:



The Code of Conduct is in place to ensure that Synchro BC's integrity, public profile, and high standard of values are upheld.

Applications

Synchro BC intends for its Code of Conduct to apply to all of its members, which include staff, volunteers, Board members, general members, coaches, officials, and athletes of the association and of its associated clubs.

Behavior

When members of Synchro BC do business for or on behalf of the association, or when they conduct or are involved in any activity in which Synchro BC is even remotely involved in, they are representatives of the association; essentially, they are seen *as the association*. In this light, Synchro BC expects its members to conduct themselves in a professional manner *at all times* during the aforementioned situations.

Fairplay, defined by Synchro BC, is for all members to respect and abide by all rules set forth by Synchro BC, Synchro Canada, and FINA. Members are to honor all decisions made by

the officials at any and all competitions and are to show regard to all opponents.

Synchro BC will give everyone an **equal** chance to participate. Synchro BC expects all its members to maintain self-control and behave with dignity, decorum, and respect when in the position of representing the association.

Synchro BC expects that its members *will not* be involved in any behavior that could be defined as **harassment** towards any other member, individual, or group.

Synchro BC expects its members to withdraw themselves from dealings that could in any way be construed as being a **conflict of interest**.

Synchro BC members strictly adhere to the **anti-doping** policy.

Synchro BC expects that its members *will not* be involved in any behavior or dealings – personal and/or business related – that are considered **illegal** or in any way **unethical**. The association also expects its members to report any behavior that they consider to be harassment, illegal, or unethical, whether it be directed towards or conducted by a member(s).

Any member suspected of the above behavior or actions will be subject to **disciplinary** action.

Procedure

All members of Synchro BC are required to sign the **Members' Agreement** stating that they have read the Code of Conduct and understood, and agree to abide by the policies established by the Association.

Note: Contact your local club or the Synchro BC office for complete Members Code of Conduct

**Please visit the "Policy and Procedure" page for more information.*



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3. COMPETITIONS

I. TENTATIVE MEET SCHEDULE

#	Date	Event <i>(NS=National Stream, PS=Provincial Stream)</i>	Location	Host Club	Entries Due	Figure Draw Out
1	October 14 - 16, 2011	•Fall Conference	Vancouver			
2	October 14 - 16, 2011	•Training Meet #1 <i>(NS & PS-LM, ISL, INT)</i>	Vancouver		20-Sep-11	
3	November 18, 2011	•BC High School Meet	Richmond	Synchro BC	31-Oct-11	
4	November 26, 2011	•AAP •NS - Tr Meet #2 •PS - Island Tr Meet #2 •BC Summer Games Trials <i>(Zone 6)</i>	Comox	CVO, RS & CR (PSSV)	31-Oct-11	
5	December 3, 2011	•PS - LM Training Meet #2 •BC Summer Games Trials <i>(Zone 3-5,7,8)</i>	Surrey	CHI	31-Oct-11	
6	December 11, 2011	•PS - Int Training Meet #2 •BC Summer Games Trials <i>(Zone 1-2)</i>	Vernon	VERN	31-Oct-11	
7	January 28, 2012	•NS - Meet •Masters Regional Meet	Surrey	VPW	6-Dec-11	19-Jan-12
8	Feb 25 & 26, 2012	•NS - Provincial Meet •PS - Routine Training Meet	Coquitlam	BCAQ	15-Dec-11	16-Feb-12
9	April 15, 2012	•PS - Isl. Regional Meet & Rec •Rec - Isl. Recreational Meet	Victoria	PSSV	27-Feb-12	29-Mar-12
10	April 21 - 22, 2012	•PS - LM. Regional Meet •Rec - LM Recreational Meet •Masters Provincial Meet	Walnut Grove	BURN/WCS	29-Feb-12	5-Apr-12
11	April 28, 2012	•PS - Int. Regional Meet •Rec - Int. Recreational Meet	Kamloops	KAM/KEL	5-Mar-12	12-Apr-12
12	June 1 - 3, 2012	•Jean Peters	Kamloops	KAM/KEL	2-Apr-12	24-May-12
13	July 19-22, 2012	•BC Summer Games	Surrey	Synchro BC	31-May-12	



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II. COMPETITION POLICIES & PROCEDURES

MEET FEES STRUCTURE

- Figures \$27.00
- Solo \$27.00 (National & Masters \$37.00)
- Duet \$32.00 (National & Masters \$42.00)
- Trio \$32.00 (National & Masters \$42.00)
- Team \$95.00 (National & Masters \$105.00)

FINES FOR LATE ENTRY FEES

A late entry fee of \$100 will be levied for entries received after the written deadline. No entries will be accepted after the figure draw has been sent out.

WITHDRAWS

Should athletes be withdrawn after the registration deadline, no reimbursement will be given.

MEET MANAGERS

Each club must assign a Meet Manager. Synchro BC's Competitions Coordinator will be a consultant only for meets. The host club for meets will be responsible for the running of the meet.

This includes:

- Recruiting volunteers and making sure all positions are filled at the meet
- Hospitality of judges
- Set up and return sound system
- General running of the meet

The Competitions Coordinator duties will be:

- Pool Booking
- Sending out meet entry information
- Receiving meet entries
- Making up programs and score sheets
- Providing the Awards Chair with any necessary information
- Scoring at all lower mainland meets and some out of town meets as available
- Bringing any necessary information to each meet



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4. RAFFLE DRAW

Hello BC club presidents,

Once again, Synchro BC will be conducting its annual fundraising raffle draw during the fall of 2011. Booklets will be available for pick up during the AGM, or can be mailed directly to the club at the club's expense. Please remember that this fundraiser is mandatory for all clubs.

Tickets are sold at \$5.00/ticket, with 50% of the proceeds remaining with the club.

Payment to Synchro BC should be made directly by the club. Unfortunately, we are not able to accept payments from individual families. Clubs are responsible for collecting money from their members. Please be aware that lost booklets are the responsibility of your club.

Further information will be distributed in late August or early September. Please do not forget the raffle draw when planning for the upcoming season.

If you have any further questions, please contact Kate Rader at 604-333-3642 or ed@synchro.bc.ca.



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5. STAR PINS

I. HOW TO CONDUCT A STAR TEST

NCCP Instructors and coaches can examine their own athletes from Star 1 - 4. Examiners are required for Stars 5 and above.

Star examiners and/or judges for testing a class are available to registered clubs and pools only. Instructors must contact the star examiner or judge at least two weeks before the testing date. (An examiner is someone who has taken Synchro Canada Examiner or Judges courses.)

Contact Synchro BC for a list of Examiners and Judges.

When contacting an Examiner or Judge, the Star Test Coordinator must include the following information:

- Name of the contact person
- Date and time of the examination
- Name and address of the pool
- Number of candidates being tested
- Star level for each candidate

The Start Test Coordinator must fill in the full name of each athlete being tested on the test sheet before the examiner or judge arrives. Current Star Test sheets are available on the Synchro BC web site. Please write the names clearly so that the office can read the full names when going over the star test sheets.

The examiner or judge must record the marks for the skills performed, pass or fail the candidate, and sign and date the test sheet for each athlete.

The Star Test Coordinator or coach must return the test sheets to Synchro BC by fax (604-333-3450) or mail. Please order the Star Pins by using the Star Pins Order Form (*Order Form on Page 15*).

An invoice will be emailed as well as mailed to you once the pins are ready to be mailed. Please send a cheque to the office and add in the memo the invoice number.

Star pins are \$5.50 and Superstar pins are \$6.50 plus shipping and handling – HST Included.

Star and Superstar Pins are sold only to currently registered Competitive Clubs or Recreational Programs who send in their test sheets listing registered athletes. Pins will be withheld from athletes who are not registered members.



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II. STAR PINS ORDER FORM – SYNCHRO BC

Club Name:

Date:

Name:

Email:

Address to send the Pins to:

Address:

Attn:

City:

Phone #:

PC:

No of Pages Attached:

Your order:

Pins	Amount	\$ per Pin	Total \$
Star 1		\$5.50	\$
Star 2		\$5.50	\$
Star 3		\$5.50	\$
Star 4		\$5.50	\$
Star 5		\$5.50	\$
Star 6		\$5.50	\$
Star 7		\$5.50	\$
Star 8		\$5.50	\$
Star 9		\$5.50	\$
Star 10		\$5.50	\$
Super Star 1		\$6.50	\$
Super Star 2		\$6.50	\$
Super Star 3		\$6.50	\$
Super Star 4		\$6.50	\$
Super Star 5		\$6.50	\$
Super Star 6		\$6.50	\$
Super Star 7		\$6.50	\$
Total			\$

Please NOTE: All orders will be invoiced with shipping. Please wait until the invoice is sent out before issuing a cheque.

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#220-3820 Cessna Dr., Richmond, BC V7B 0A2 Tel: (604) 333-3640 Fax: (604) 333-3450
 Email: info@synchro.bc.ca Web: www.synchro.bc.ca



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7. ATHLETE TRANSFER POLICY

In sanctioned competitions, no synchronized swimmer can represent more than one (1) Club during the competitive year, except under the following circumstances:

- a) Swimmers taking up residence (permanent) in another province may be Granted permission to transfer by the Provincial Association from which they have departed. **(See Appendix B of Synchro Canada Registration Policy).**
- b) Swimmers transferring club affiliation within a Provincial Association shall be bound by the transfer rules and procedures of the Provincial Associations. There shall be a mandatory waiting period of sixty (60) days for both a) and b), during which time the swimmer shall be known as a transfer swimmer.
Transfer swimmers may compete only in individual events (i.e. solos and figures) during the waiting period. Extraordinary circumstances regarding the waiving of the waiting period shall be considered by the Presidents of the Provincial Associations concerned, in consultation with the National Registrar and Rules Leader.
- c) Members of schools, universities, YM-YWCA, armed forces, and similar Associations may represent their Association in competitions promoted by such Associations and may, at the same time compete for a Club in CASSA competitions, if properly registered as an amateur competitive swimmer through the Club.
However, if the swimmer is a registered amateur through said Association, at the close of the scholastic or other equivalent season, such swimmer may represent another Club after an official written release of the swimmer has been submitted to the Provincial Association registrar through an office of the Association concerned. The sixty (60) day waiting period shall be waived in such cases.
- d) Swimmers competing in the Canadian Championships as members of a sanctioned Provincial Team.

8. CLUB TRANSFER / RELEASE

In the event a Club wishes to register with a neighboring province due to geographic location & reasons, a "Club Transfer / Release Form" must be issued and signed by both the requesting club and resident provincial office. **(See Appendix C of Synchro Canada Registration Policy)**